



Job Description

Job Title	Events and Membership Coordinator
Version Date	December 2022
Location	London
Team	Events and Membership
Reports to	Associate Director of Strategic Partnerships and Engagement Senior Manager of Events and Marketing
Direct Reports	N/A
Career Level	Coordinator

About BritishAmerican Business

BritishAmerican Business (BAB) is the leading transatlantic trade association incorporating the British-American Chamber of Commerce in the US and the American Chamber of Commerce in the UK. We are committed to strengthening the economic corridor between the United States and the United Kingdom by supporting policies and actions that protect and enhance the environment for transatlantic trade and investment on behalf of our members. We convene and serve a growing network of companies and business leaders through networking opportunities, bespoke programming and marketing platforms. We actively promote trade and investment and support those who make the transatlantic corridor part of their business growth ambition.



Role Summary

Based in London UK, the Events and Membership Coordinator is an administrative support role to two teams: Events and Membership contact for BAB London. This role is key to the effective communication for our events programme and to the data management for our membership relationships.

The Events and Membership Coordinator will work closely with two teams in London and counterparts in our New York team with a focus on keeping our events and membership data up to date and accurate to make us more effective in sharing our knowledge internally and communicating our events and services externally to help maintain the channels of communication to our member organisations. With a programme of over 100 events per year to help engage, retain and attract new member companies on the strength of the convening, policy and trade event work – good data is integral. Convening is at the heart of our work and our reputation depends on being visible and relevant to UK and USA businesses and governments.

The role includes a variety of duties ranging from data entry, rsvp management, compiling engagement reports, research and mastering event marketing software and design. The Events and Membership Coordinator, London, is an integral support to the BAB team and they will work closely with all members of the team, and relevant external stakeholders.

Responsibilities

Membership Engagement Duties

- Provide administration support including updating the Client Relationship Management (CRM) system with member communication and event attendances
- Assist with the preparation of annual engagement reports for members
- Track invoice status for member companies and flag overdue payments to Associate Director
- Prepare briefing notes for upcoming member engagements and / or prospective member meetings

Events & Marketing Duties

- Lead and manage content generation for Event led campaigns including TAG and Corporate Citizenship & Sustainability Series.
- Create, manage and edit new content, images, written copy and for all London led events on BAB website and in BAB Email Marketing Software Constant Contact.
- Create event marketing materials including event briefs, joining instructions and detailed speaker briefs and event booklets.
- Create printed materials including event booklets, name badges, place and name settings.
- Input into event marketing documents including Calendar of Events
- Input of event data into CRM (Membersuite) system.
- Administrative support on TAG outreach and collection of guest data (bios/photos/press releases)



- Attend events and support guest registration/welcome
- Administrative support on RSVP processes, trackers (event espresso, zoom and other)

Additional Responsibilities

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Relationships

Internal	Daily	Executive Director, London Associate Director, Strategic Partnerships and Engagement Senior Manager of Events and Marketing Membership and Engagement Team Communications Team New York Events team New York Membership Coordinator
	As needed	Chief Executive Chief Policy and Trade Office New York Office Policy Team Trade Team Accountant / Office Manager Executive Assistant(s) to the CEO
External	Daily	External member companies
	As needed	External service providers (designers, printers, photographers)

Personal Profile

		Essential	Desirable
Skills and Experience	A university degree or equivalent experience		X
	Stellar verbal and written communication skills (in business English)	X	
	Excellent research and analytical skills	X	



	Have experience with Microsoft Office 365 products including Outlook, Sharepoint, Teams, Excel, Word	X	
	Have experience with editing webpages		X
	Have experience working with data spreadsheets	X	
	Have experience creating event invitations and using basic graphic design tools		X
	Have experience working in events or membership administrative role		X
	Ability to quickly understand the mission, business model, and way of communication in the organisation	X	
	A personal drive for accuracy	X	
	A highly organised individual	X	
	A team player who values collaboration and team spirit	X	
	Positive, proactive and solution-oriented	X	
Personal Attributes	Attention to detail	X	
	A process driven individual who is happy to establish and repeat processes	X	
	Ability to work under pressure and tight deadlines	X	
	Openness to be active and visible on social media	X	
	Have an aptitude for data management and have an appreciation for the value of data, analysis and research	X	
	An individual who is self-motivated	X	
	An individual who is comfortable multi-tasking	X	
	An individual who is comfortable reporting into two supervisors	X	
	An individual who follows UK and US business news and events		X

As an equal opportunities employer, BAB is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join BAB.

Applicants will be asked to provide evidence of their right to work in the U.K. at interview stage and if they require any reasonable adjustments during the recruitment process.